

SELF-SERVICE CENTER

PROCEDURES: HOW TO FILE A RESPONSE TO A PETITION FOR DISSOLUTION OF A NON-COVENANT MARRIAGE (WITHOUT CHILDREN) WITH THE COURT

STEP 1: COMPLETE THE *"FAMILY COURT/ SENSITIVE DATA COVERSHEET WITHOUT CHILDREN"* and the *"RESPONSE"*.

STEP 2: MAKE 2 COPIES OF THE *"RESPONSE"* ONLY.

STEP 3: SEPARATE YOUR DOCUMENTS INTO THREE (3) SETS:

SET 1 - ORIGINALS: <ul style="list-style-type: none">• <i>"Family Court/Sensitive Data Coversheet Without Children"</i>• <i>"Response"</i>	SET 3 - YOUR COPIES: <ul style="list-style-type: none">• <i>"Response"</i>
SET 2 - COPIES FOR SPOUSE: <ul style="list-style-type: none">• <i>"Response"</i>	

STEP 4: FILE THE PAPERS AT THE COURT:

Go to the Clerk of Court filing counter. The court is open from 8 a.m.-5 p.m., Monday-Friday.

You should go to the court at least two hours before it closes.

You may file your court papers with the Clerk of the Court at the following locations:

Central Court Building 201 West Jefferson, 1st floor Phoenix, Arizona 85003	Southeast Court Complex 222 East Javelina Avenue, 1st floor Mesa, Arizona 85210
Northeast Regional Court Center 18380 North 40 th Street Phoenix, Arizona 85032	Northwest Court Complex 14264 West Tierra Buena Lane Surprise, Arizona 85374

FEES: A list of current fees is available from the Self Service Center and from the Clerk of Court's website.

If this is the first time one of the parties or his or her attorney has "appeared", that is, filed papers in this case, an **"appearance fee"** (also known as a "response" or "answer" fee) *will be due from that party* at the time of filing.

If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff or by publication, you may request a deferral (payment plan) when you file your papers with the Clerk of the Court. Deferral Applications are available at no charge from the Self-Service Center.

PAPERS: Hand all three (3) sets of your court papers to the Clerk along with along with the correct filing fee.

MAKE SURE YOU GET BACK THE FOLLOWING FROM THE CLERK:

- Your set of copies
- Your spouse's copies

STEP 5: **KEEP ONE COPY FOR YOURSELF AND MAIL OR HAND DELIVER THE OTHER COPY** to the other person (or the person's attorney, if he/she is represented by an attorney (the attorney's name and address will be on the Petition in the upper left hand corner.)

STEP 6: **WHAT NEXT?** You will receive an Order from the court to come to an ERC (Early Resolution Conference). **If you fail to attend you will be charged a "no show" fee for failure to appear.**